



Metro Technology Centers
Preparing for Life

Metro Technology Centers
Regular Meeting of the Board of Education
Economic Development Center - Room 123
1700 Springlake Drive
Oklahoma City, OK 73111
Tuesday, November 16, 2021 at 5:30 PM

1. Call to Order

2. Roll Call and Determination of Quorum

3. Public Expressions – The public may comment only on any item appearing on this agenda, subject to the following restrictions: statements to the Board of Education by members of the public are limited to no more than three (3) minutes for each speaker unless altered by the presiding officer, with the approval of the board and, collectively, no more than 15 minutes are allowed for public expressions unless permitted by a majority vote of the board.

4. Character Trait for the Month of November 2021, Moment of Silence, Pledge of Allegiance – Allan Krahl, Director, Audio/Video Production [Respect - Treating others with honor and dignity]

5. Superintendent's Report

A. District Update by Mr. Aaron Collins, Superintendent/CEO

B. Presentations/Recognitions

1. Zac Gleason, Site Director, South Bryant Campus

2. Jessica Martinez-Brooks, Senior Director, Strategic Communications & Transformation

C. Financial

1. Treasurer's Report for the month of October 2021 - Bruce Campbell, District Treasurer

D. Dates of Upcoming Events [Administration]

1. Groundbreaking Ceremony; Public Safety Academy (PSA); November 17; 10:00 a.m.; South Bryant Campus, 4901 S. Bryant Avenue, Oklahoma City

2. Offices Closed, Thanksgiving Break, Wednesday-Friday, November 24-26

3. ACTE's CareerTech VISION 2021; Wednesday-Saturday, December 1 – December 4; New Orleans, Louisiana

4. Greater Oklahoma City Hispanic Chamber of Commerce, Christmas Gala and Awards Ceremony, Friday, December 10; 6:00 p.m.; Embassy Suites, Northwest Expressway

5. December Regular Board Meeting; Tuesday, December 14; 5:30 p.m.; Room 123, Economic Development Center, 1700 Springlake Drive, Oklahoma City

6. NSBA Annual Conference; Saturday-Monday, April 2 - 4, 2022 (Pre-Conference Workshops Friday, April 1); San Diego, CA

E. Board Member Reports

6. **Board Reports for Review** (no action required):

David Martin, Assistant Superintendent, Instruction

Jeremy Cowley, Dean of Instruction

Romel Muex, Senior Director, Human Resources

Christina Shults, Senior Director, Finance

Robyn Miller, Senior Director, Operations

Jessica Martinez-Brooks, Senior Director, Strategic Communications & Transformation

7. **Motion, discussion and possible vote to approve or disapprove the Minutes of the October 12, 2021 Regular Board Meeting. [Administration]**

8. **Motion and possible vote to approve or disapprove the Consent Docket Item(s):** [The following matters may be approved in their entirety by the Board upon motion made, seconded and passed by a majority vote of the Board members. However, upon request by any Board member, any one or more of said matters will be removed from the consent docket and acted upon separately.]

A. Transfer of funds, in the amount of \$3,980.16, from the Activity Fund to the General Fund account for the month of October 2021. [Business & Finance]

B. DP3 Bedlam Food Drive – week of fundraising events in partnership with the Regional Food Bank & NE OKC Community Collaborative Holiday Food Distribution to purchase turkeys for the NE Community and Metro Tech students [Business & Finance]

C. Establish an Activity Fund for the Downtown Business Campus. Source of Funds: contributions, fundraisers. [Business & Finance]

D. Establish an Activity Fund for Student Services. Source of Funds: contributions, fundraisers. [Business & Finance]

9. **Motion, discussion and possible vote to approve or disapprove the following General Business Item(s):**

A. Grant an easement to Oklahoma Gas and Electric Company (OGE) from Oklahoma City Area Vocational-Technical District No. 22, also known as Metro Technology Centers, for work performed (work order #7703952) in reference to a gun range to be built at the South Bryant Campus (SBC). OGE to provide power lines and electrical services to property described in easement documents "Exhibit A and Exhibit B drawing." [Operations]

B. Select Durante Construction as primary vendor to provide facilities repairs and maintenance for Metro Technology Centers. The contract was competitively bid through RFP #22-002, and is set to begin on November 17, 2021 or on the first day of work performance,

whichever is the later, through June 30, 2022. In accordance with state law, the continuation of this contract may be extended for four (4) one-year option periods dependent upon available funding and if mutually agreed upon by both parties. [Operations]

C. Revised agreement with Smith & Pickel Construction Company Inc., as construction manager for the Metro Tech Springlake Campus Cosmetology Renovation Project, 1901 Springlake Drive, Oklahoma City, Oklahoma. Change order to the agreement of Guaranteed Maximum Price to be decreased in the amount \$37,140.00. New Guaranteed Maximum Price is \$2,688,724.00. AIA document G701-2017. Student and Community Investment Plan Bond Project. [Business & Finance]

D. Agreement with Smith & Pickel Construction Company, Inc., as construction manager for PSA - New Police & Fire Training Facility on South Bryant Campus, 4901 South Bryant Avenue, Oklahoma City, OK 73129. Student and Community Investment Plan Bond Project - AIA Document A133 - 2019 Exhibit A. This project will have a Guaranteed Maximum Price of \$15,738,222.00. (This item was competitively bid.) [Business & Finance]

E. SY 21/22 Eye Care Program Guidebook [Student & Instructional Services]

F. SY 21/22 Medical Assisting Program Guidebook [Student & Instructional Services]

G. SY 21/22 Radiologic Technology Classroom Guidebook [Student & Instructional Services]

H. SY 21/22 Radiologic Technology Clinical Guidebook [Student & Instructional Services]

I. SY 21/22 Practical Nursing Program Guidebook [Student & Instructional Services]

J. SY 21/22 Basic Nursing Adult Guidebook [Student & Instructional Services]

K. SY 21/22 Basic Nursing High School Guidebook [Student & Instructional Services]

L. Agreement between Metro Technology Centers and Emergency Planning Solutions (EPS), LLC, Beloit, WI, for emergency management assessment and consulting services including FEMA L363 Multi-Hazard Emergency Management for Higher Education course at Metro Technology Centers, December 8-10, 2021. Costs associated with this agreement are \$11,500.00 plus estimated expenses of \$3200.00. [Operations]

M. Declare attached list of equipment as surplus and no longer of use to the District, and instruct the Superintendent to dispose of the items in a legal manner. [Operations]

N. Approve attached 2022 Schedule of Regular Board Meetings. Unless otherwise indicated, all regular meetings of the Board of Education begin at 5:30 p.m. in Room 123, Economic Development Center, 1700 Springlake Drive, Oklahoma City, OK 73111. [Administration]

10. Motion, discussion and possible vote to approve or disapprove Personnel Items [Human Resources]

A. Employment of the persons listed below:

1. Probationary:

Tyler Watkins	Evening Instructor, HVAC	11/17/2021
	11-Month, Non-Certified	

South Bryant Campus
(Contingent on Drug Screen and Background Check)

Cody McPherson Adult Safety Trainer 11/30/2021
12-Month, Exempt, Professional/Support, Grade 3
Downtown Business Campus
(Contingent on Drug Screen and Background Check)

Robert Gay Accountant 11/30/2021
12-Month, Exempt, Professional Support, Grade 2
Business Conference Center
(Contingent on Drug Screen and Background Check)

2. Regular Full-Time (employees completing probationary employment):

Billie-Ann Bradshaw Administrative Assistant 11/11/2020
Health Careers Center
12-Month, Non-Exempt, Grade 3

Vincent Stewart System Technician 11/11/2020
Information Technology Services
12-Month, Non-Exempt, Grade 4

Tamara Chandler Evening Instructor, Cosmetology 11/30/2020
Springlake Campus
11-Month, Non-Certified Instructor

3. Part-Time, Adjunct Faculty & Business & Industry Services Division: (Attached)

B. Transfer:

Marshall Bingham From: System Technician
12-Month, Non-Exempt, Support Staff, Grade 4
Information Technology Services

To: System Specialist 11/17/2021
12-Month, Exempt, Professional/Support, Grade 3
Information Technology Services

Rodrigo Barreto From: PT Technical Assistant
Part-Time, Non-Exempt, Support Staff
Information Technology Center

To: Technical Assistant, Culinary Arts 11/17/2021
10-Month, Non-Exempt, Support Staff, Grade 4
Information Technology Center

Valerie Manuel From: Administrative Specialist
12-Month, Non-Exempt, Support Staff, Grade 4
Business Conference Center

To: Senior Administrative Assistant 11/17/2021
12-Month, Exempt, Professional Support, Grade 3
Business Conference Center

C. Release/Resignation/Retirement of:

Mercy Amuda Resignation 11/11/2021
Health Careers Center
Instructor, Practical Nursing

D. Revised Job Titles and/or Job Descriptions [Reviewed by Personnel Committee October 22, 2021]

From: Instructional Assistant-Entrepreneurship
To: Technical Assistant-Entrepreneurship

From: Coordinator, Media Services
To: Director, Marketing & Communications

From: Coordinator, Special Projects
To: Coordinator, Media Relations

From: Graphic Designer
To: Coordinator, Website Management & Digital Graphics

From: Administrative Specialist-Marketing & Media Services
To: Coordinator, Promotional Advertising & Employee Recognition

From: Administrative Specialist-Business Conference Services
To: Specialist, Conference Services

E. New Position: (Reviewed by Personnel Committee October 22, 2021)
Trainer, Small Business Solutions

F. Eliminate the Following Vacant Position: (Reviewed by Personnel Committee October 22, 2021)

Coordinator, Community Relations and Social Media

11. Motion, discussion and possible vote to approve or disapprove the following Encumbrances and Purchasing Items:

A. FY2022 Encumbrances PO #2201745 - 2202090 (see attachment for a full list of the encumbrances). [Business & Finance]

General Fund \$ 588,146.76

Building Fund \$ 210,357.30

Bond Fund \$ 10,000.00

Sinking Fund \$11,016,300.00

Register Total \$11,824,804.06

B. Encumbrance to Bancfirst Trust & Investment Management, in the amount of \$11,016.300.00, for FY2022 principal and interest payments for the 2019 bond issue.

[Business & Finance]

C. Encumbrance to Board of County Commissioners, in the amount of \$258,343.57, for County Assessment/Revaluation Fees. [Business & Finance]

D. Encumbrance to Video Reality, in the amount of \$45,000.00, to provide programming, commissioning, and architectural services for the audio and video systems in the Business Conference Center (BCC) at the Springlake Campus. [Operations]

E. Encumbrance to Snap-On Industrial, in the amount of \$37,105.00, to purchase Snap-On Tools w/ Tool Management System for the Aviation Career Campus (ACC). The cost will be reimbursed with Carl Perkins grant funds. [Business & Finance]

F. Encumbrance to Liberty Press, in the amount of \$26,506.30, for printing course schedules for FY 2022. Prime vendor contract with Liberty Press was competitively bid and approved 6/13/21. [Business & Finance]

12. New Business [New Business is any matter not known about or which could not have been reasonably foreseen prior to the time of posting. 25 Okla. Stat. §311 (A) (9).]

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13. Adjournment

Notice for this Regular Meeting was received by the Oklahoma County Clerk at 9:00 a.m. on November 13, 2020. Due to building renovations, the original meeting location was changed from the Business Conference Center, Room J, 1900 Springlake Drive, OKC, to the Economic Development Center, Room 123, 1700 Springlake Drive, OKC. Notice of the location change was received by the Oklahoma County Clerk at 10:07 a.m. on October 27, 2021. The date, time and agenda of this meeting were posted on Metro Tech's external website on November 12, 2021

at 4:00 p.m. as required by the Oklahoma Open Meeting Act.

/s/JoAnn
Johnson

JoAnn Johnson, Minutes Clerk